



DEFENSE LOGISTICS AGENCY

HEADQUARTERS
CAMERON STATION
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CH 3
DOD 4000.25-2-M

DLMSO

CHANGE NO. 3
DOD 4000 .25-2-M

22 Feb 94

MILITARY STANDARD TRANSACTION REPORTING AND Accounting PROCEDURES

I. This change to DoD 4000.25-2-M, Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP), is published by direction of the Deputy **Under Secretary of Defense (Logistics)** under the authority of DoD **Directive 4140.1, Materiel Management Policy**. Unless otherwise noted, revised text is identified by **bold italics**.

11. This change includes revisions:

A. Implemented by DLSSO-BT letter, 20 October 1989, subject: MILSTRAP Interim Change 89-2, Revised Procedures for Logistics Transfer of Consumable and Nonconsumable Assets.

B. Implemented by DLSSD-BT letter, 23 February 1990, subject: MILSTRAP Interim Change 89-3, New Transaction Codes for Reporting Data to the DoD Small Arms Serialization Program.

C. Implemented by DLMSO letter, 4 December 1992, subject: MILSTRAP Interim Change 92-1, Removal of Logistics Reassignment (LR) Policy and Addition of Transactions Automating Transmission of LR Management Data which includes the addition of new appendices B25, B26, B28, B29, and B30 to support the added Document Identifier Codes DLS through DLX (new appendices c25A through C25F). These new appendices are not bold italicized. This change also eliminates the temporary DLA deviation to MILSTRAP chapter 11, paragraph F4 which was published in MILSTRAP IC 92-1 but which expired November 93.

D. Implemented by DLMSO letter, 13 December 1992, subject: MILSTRAP Interim Change 92-2, Controlled Inventory Item Physical Inventory Requirement Revision.

E. Implementing a change authorized by DLSSD message, 051600Z Feb 92, subject: Additional Air Force Activity Authorized to Request Logistics Assets Support Estimates (LASE), adding Air Force Routing Identifier Code DSA, DoDAAC FA2833 to chapter 14, section H.

F. Implementing a change authorized by DLSSD message, 221630Z Jul 92, subject: Additional Army Activities Authorized to Request Logistics Assets Support Estimates (LASE), adding additional Army routing identifier codes and DoDAACs to chapter 14, section H.

G. Implemented by Approved MILSTRAP Change Letter (AMCL) 27D, Subsistence Exclusion (Staffed by PMCL 82). This change removes the subsistence exclusion from MILSTRAP.

H. Implemented by Approved MILSTRAP Change Letter (AMCL) 50, Revised Procedures for Changes in Condition of Materiel (Staffed by PMCL 111). This change extended from 90 days to 120 days the time period that suspect chemical and

CH 3

DOD 4000.25-2-M

packaged petroleum products may be suspended in Supply Condition Code J for testing.

I. Implemented by AMCL 2, Clarification of Supply Condition Code H (Staffed by PMCL 118) . This change clarified the definition of Supply Condition Code H (Unserviceable, Condemned) to exclude excess or obsolete assets which are Serviceable.

J. Implemented by AMCL 4, New Special Program Requirement (SPR) Status Code for Terminal Items Which Have No Known Replacement (Staffed by PMCL 7) . This change provided an automated means for inventory managers to advise the SPR forecasters that a terminal item has no known replacement. Also administratively revising the Status Code PB definition for compatibility with the chapter 13 requirements for ICP screening of SPRS.

K. Implemented by AMCL 6, Revised Inventory Adjustment Transaction (Staffed by PMCL 8) . This change required storage activities to enter the date processed on inventory adjustments.

L. Being implemented as a result of changes implemented by Approved MILSTRIP Change Letter 1A, Control of Access to DoD Materiel Inventories Required by Defense Contractor (Staffed by PMCL 477A). The MILSTRIP change established procedures to control the access to DoD materiel inventories by defense contractors. In conjunction with the MILSTRIP change, Management Code Y, previously assigned for use in contractor initiated requisitions and follow-on actions, has been deleted from MILSTRAP appendix B7.

M. Implemented by DLSSD-BT letter, 25 October 1990, reformatting the chapter 4 Delinquent Shipment Summary - MRAD Nonresponse report to include separate categories within each Service/Agency and segment highlights to identify major nonreporting areas; changing the distribution requirements; and requiring Service/Agency MILSTRAP Focal Points analyze report to determine noncompliance with MILSTRAP materiel receipt acknowledgment procedures.

N. Implemented by DLSSD-D memorandum, 4 April 1991, subject: Request for Military' Standard Transaction Reporting and Accounting Procedures (MILSTRAP) Waiver, which granted DLA a deviation to the chapter 4, paragraph F.2 requirement that they process redistribution receipts within 7 calendar days and allows DLA 10 days to process redistribution receipts.

O. Implementing administrative changes to update references which have been cancelled or superseded.

P. Implementing administrative changes to chapter 1 replacing DoD Directive 4000.25, Administration of Defense Logistics Standard Systems, with its superseding publication, DoD Directive 4140.1, Materiel Management Policy; replacing Assistant Secretary of Defense (Production and Logistics) (ASD(P&L)) with the revised office name Deputy Under Secretary of Defense (Logistics) (DUSD(L)); updating DLMSO and DLA Administrative Support Center office symbols; and updating the section J Focal Points.

Q. Implementing an administrative change to chapter 7 to reformat figure 7-1, to bring paragraph C.5.a. inline with the updated reference, and to update paragraph C.11.b. for recording ammunition inventory first counts.

R. Implementing an administrative change to chapter 12 to correct the office name and address reflected in section D, paragraph 3.

S. Implementing an administrative change to correct the appendices C40 and C41 field legends for record positions 4-6 to reflect routing identifier (FROM) rather than routing identifier (TO).

T. Implementing an administrative change to correct the appendix C55 field legend for record position 7 to reflect the followup indicator.

u. Correcting editorial errors and providing improvements to format and style in front matter, chapters, and appendices. These editorial changes are not identified by bold italics.

III. In support of the Corporate Information Management initiative, the following AMCLs were not implemented in the legacy systems in Nov 1993 as originally scheduled: AMCL 3 (Supply Condition Code W for Unserviceable Warranted Assets), AMCL 5 (Date Packed/ Expiration Date for Subsistence Items), and AMCL 7 (Cooperative Logistics Supply Support Arrangements). Accordingly, these AMCLs are not included in this change. The Joint Logistics Systems Center, Defense Distribution Systems Center and DLMSO will jointly determine revised implementation dates for AMCLS 3, 5, and 7.

IV. Remove pages listed below and insert revised pages.

<u>Remove Old</u>	<u>Insert New</u>
iii thru x	iii thru x
xi	xi
xiii thru xvi	xiii thru xvi
xvii thru xxi	xvii thru xxi
xxiii thru xxxi	xxiii thru xxxi
1-1 thru 1-14	1-1 thru 1-17
4-1 thru 4-19	4-1 thru 4-21
5-1 thru 5-8	5-1 thru 5-10
7-1 and 7-25	7-1 thru 7-29
11-1 thru 11-13	11-1 thru 11-12
12-1 thru 12-12	12-1 thru 12-13
14-1 thru 14-7	14-1 thru 14-9
15-1 and 15-2	15-1 and 15-2
B-1 and B-2	B-1 and B-2
B1-1 thru B1-20	B1-1 thru B1-19
B6-1 thru B6-7	B6-1 thru B6-8
B7-1 thru B7-11	B7-1 thru B7-11
B12-2 thru B12-3	B12-1 thru B12-3
B13-1 thru B13-4	B13-1 thru B13-4
B19-1 thru B19-4	B19-1 thru B19-4
B25-1	B25-1
B26-1	B26-1
B28-1	B28-1
B29-1 and B29-2	B29-1 and B29-2
B30-1	B30-1
C-i thru C-v	C-i thru C-v
C4-1 thru C4-3	C4-1 thru C4-3
C9-1 thru C9-3	C9-1 thru C9-3

Remove Old

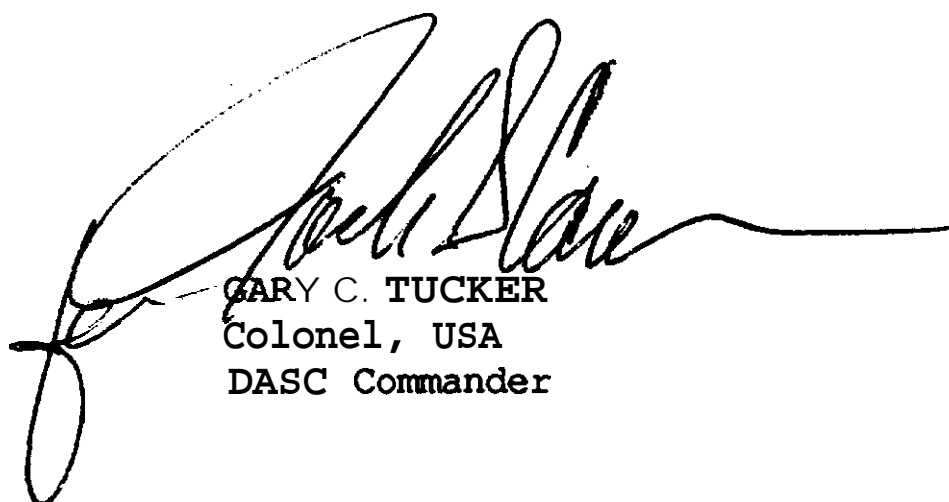
C12-1 and C12-3
C25A-1 thru C25A-3
C25B-1 thru C25B-5
C25C-1 thru C25C-4
C25D-1 thru C25D-4
C25E-1 thru C25E-9
C25F-1 thru C25F-4
C40-1 thru C40-3
C41-1 and C41-2
C55-1 and C55-2

Insert New

C12-1 thru C12-3
C25A-1 thru C25A-3
C25B-1 thru C25B-5
C25C-1 thru C25C-4
C25D-1 thru C25D-4
C25E-1 thru C25E-9
C25F-1 thru C25F-4
C40-1 thru C40-3
C41-1 and C41-2
C55-1 and C55-2

V. File this change sheet in front of the publication for reference purposes, after changes have been made.

BY ORDER OF THE DIRECTOR



GARY C. TUCKER
Colonel, USA
DASC Commander

DISTRIBUTION
41

TABLE OF CONTENTS

	<u>PAGE</u>
FOREWORD	i
TABLE OF CONTENTS	iii
FIGURES	xi
ACRONYMS AND ABBREVIATIONS	xiii
REFERENCES	xvii
DEFINITIONS AND TERMS	xxiii

CHAPTER 1 - GENERAL INFORMATION

A. Authority	1-1
B. Purpose	1-1
C. Applicability	1-Z
D. Exclusions	1-2
E. Policy	1-3
F. Responsibilities	1-4
G. Distribution of the Manual	1-8
H. Numbering System	1-8
I. System Maintenance	1-9
J. Focal Points	1-12
K. Communications	1-14

CHAPTER 2 - MILSTRAP FEATURES

A. General	2-1
B. Relationship of MILSTRAP to MILSTRIP	2-1
C. Principles and Objectives of the System	2-1
D. Inventory Segmentation Codes	2-2
E. Inventory Transaction Coding	2-4

CHAPTER 3 - ISSUE, RACKORDER, DEMAND, LOAN, AND SMCA FREEZE/UNFREEZE TRANSACTIONS

A. General	3-1
B. Issue Transactions	3-1
C. Issue of Materiel for Assembly, Disassembly, Conversion, Modification Repair, and Test	3-1
D. Backorder Transactions	3-2
E. Demand Transactions	3-2
F. Loan Transactions	3-2
G. SMCA Freeze/Unfreeze Actions	3-3

PAGE**CHAPTER 4 - RECEIPT AND DUE-IN TRANSACTION**

A.	General	4-1
B.	Due-In Transactions	4-1
C.	Pre-Positioning Documents for Receipts	4-2
D.	Materiel Receipts (Procurement Instrument Source)	4-2
E.	Materiel Receipts (Other Than Procurement Instrument Source)	4-3
F.	Time Standards for Processing Receipts	4-3
G.	Control of Receipts	4-4
H.	Submitting Reports of Discrepant/Deficient Receipts	4-5
I.	Processing Discrepant/Deficient Receipts	4-6
J.	Followup on Receipts	4-16
K.	Reply to Materiel Receipt Followups	4-16
L.	Due-In and Receipts from Assembly, Disassembly, Conversion, Modification, Repair, and Test	4-17
M.	Reclaimed Items	4-18
N.	Loan Transactions	4-18
O.	Materiel Receipt Acknowledgment at the Retail Level	4-19

CHAPTER 5 - ADJUSTMENT TRANSACTION

A.	General	5-1
B.	Changes in Condition of Materiel	5-2
C.	Ownership Gains and Losses	5-6
D.	Purpose Transfers	5-7
E.	Inventory Gains and Losses	5-7
F.	Condition Changes for Items under Repair	5-7
G.	Reidentification of Stock, Stock Number Changes, and Unit of Issue Changes	5-8
H.	Condition Changes for Items Being Reported/Turned In to Reutilization and Marketing Activities	5-9

CHAPTER 6 - RESEWED**CHAPTER 7 - PHYSICAL INVENTORY CONTROL**

A.	General	7-1
B.	Policy	7-2
C.	Physical Inventory Procedures	7-2

	<u>PAGE</u>
D. Research of Potential or Actual Physical Inventory Adjustments	7-10
E. Reversal of Inventory Adjustments	7-12
F. Location Audit Program	7-13
G. Retention of Accountable Documentation	7-19
H. Quality Control	7-19
I. Report of Inventory Control Effectiveness	7-21
J. Instructions for Preparing the Report of Inventory Control Effectiveness	7-21

CHAPTER 8 - ASSET STATUS REPORTING

A. General	8-1
B. Assets Within the Distribution System	8-1
c. Assets Below the Distribution System	8-1

CHAPTER 9- REJECTION AND ROUTING OF TRANSACTIONS

A. Rejection of Transactions	9 - 1
B. Routing of Transactions	9-1

CHAPTER 10 - CORRECTION/CHANGE OF STORAGE ITEM RECORDS

A. General	10-1
B. Item Correction/Change Notification	10-1
c. Storage Activity Action	10-1
D. Logistics Reassignments (LR)	10-1

CHAPTER 11- LOGISTICS REASSIGNMENTS

A. General	11-1
B. Policy	11-1
c. Requirements	11-2
D. Pre-ETD Actions	11-3
K. ETD Period Actions	11-5
F. Post-ETD Actions	11-6
G. Receipt Processing After ETD	11-9
H. Followup for Asset Data	11-11
I. Reply to Followup for Asset Data	11-11
J. Followup for Due-In Data	11 - 11
K. Reply to Followup for Due-In Data	11-12
L. Service/Agency Due-In Reconciliation	11-12

PAGE

CHAPTER 12 -SMALL ARMS SERIAL NUMBER REGISTRATION AND REPORTING

A.	Scope	12-1
B.	General Requirements	12-1
c.	Objectives	12-3
D.	Exclusions	12-3
E.	Delineation of Responsibilities	12-4
F.	Safeguarding and Physical Security of ADP Recorded Data	12-6
G.	Operating Procedures	12-7
H.	Time Standards for Processing Updates and Followups for Shipments and Receipts	12-11

CHAPTER 13- SPECIAL PROGRAM REQUIREMENT TRANSACTIONS

A.	General	13-1
B.	SPR Submission and Routing	13-2
c.	ICP Processing of SPR Requests	13-2
D.	Followup on SPR Requests	13-3
E.	ICP Action on SPR Followup	13-3
F.	Modification of SPR Requests	13-3
G.	Response to SPR Modifier	13-3
H.	Cancellation of SPR Requests	13-3
I.	Response to SPR Cancellation	13-4
J.	Acceptance/Rejection of Substitute Item ¹	13-4
K.	Response to Substitute Item Rejection	13-4
L.	Retention of SPR Requests	13-4
M.	Follow-On Status	13-5
N.	Preparation of SPR Requisitions	13-5
o.	Logistics Reassignments	13-5

CHAPTER 14 - LOGISTICS ASSET SUPPORT ESTIMATE

A.	General	14-1
B.	Scope	14-1
c.	Asset Support Requests	14-1
D.	Asset Support Replies	14-2
E.	Followup on Asset Support Requests	14-3
F.	IMM Action on Asset Support Request Followup	14-3
G.	Transaction Rejects and Status Notifications	14-4
H.	Activities Authorized to Submit Asset Support Requests	14-5

PAGE

**CHAPTER 15 - WAR MATERIEL REQUIREMENTS AND SIMULATED
MOBILIZATION EXERCISES**

A.	Purpose	15-1
B.	War Materiel Requirements	15-1
c.	Simulated Mobilization Exercises	15-2

APPENDIX A - FORMS

	Index	A-i
	Introduction	A-1
A1	DD Form 1348m, "DoD Single Line Item Requisition System Document (Mechanical) "	A1-1
A2	Reserved	
A3	DDForm 1486 , "DoD Materiel Receipt Document"	A3-1
A4	DDForm 1487, "DoD Materiel Adjustment Document"	A4-1
A5	DDForm 2338 , "Report of Inventory Control Effectiveness"	A5-1

APPENDIX B - CODES

	Index	B-1
B1	Document Identifier Codes	B1-1
B2	Reserved	
B3	Type of Physical Inventory/Transaction History Codes	B3-1
B4	Ownership Codes	B4-1
B5	Purpose Codes	B5-1
B6	Federal Condition Codes	B6-1
B7	Management Codes...	B7-1
B8	Correction/Change Codes For Storage Item Records	B8-1
B9	Reject Advice Codes	B9-1
B10	Asset Status/Transact ion Report ing Codes	B10-1
B11	Asset Transfer Status Codes	B11-1
B12	Special Program Requirement Status Codes....	B12-1
B13	Small Arms Transaction Codes	B13-1
B14	Small Arms Error Transaction Reject Codes	B14-1
B15	Reserved	
B16	Request Codes (Asset Support Requests)	B16-1
B17	Typeof Media Codes	B17-1
B18	Error Classification Codes	B18-1
B19	Other Codes	B1 9-1
B20	RESERVED (for Discrepancy Indicator Codes)	
B21	RESERVED (for Date Packed/Expiration Date Codes)	

	<u>PAGE</u>
B22 RESERVED	
B23 RESERVED	
B24 RESERVED	
B25 Type Inspection Codes	B25-1
B26 Review Period Indicator Codes	B26-1
B27 RESERVED	
B28 Competitive Characteristics Codes	B28-1
B29 Type of Contractor Codas	B29-1
B30 Type Due-in Indicator	B30-1

APPENDIX C FORMATS

	Index	C-i
	Introduction	c-1
c1	Materiel Receipt - Procurement Instrument Source .	c1-1
C2	Materiel Receipt - Other Than Procurement Instrument Source	C2-1
C3	Issue	C3-1
C4	Invent ory Adjustment - Increase or Decrease . . .	C4-1
C5	Invent ory Adjustment - Increase or Decrease (Logistics Transfer/Capitalization/ Decapitalization	C5-1
C6	Inventory Adjustment - Increase or Decrease (Ownership Transfer)	C6-1
C7	Single Managed Conventional Ammunition Freeze/Unfreeze Action	C7-1
C8	Reserved	
C9	Invent ory Adjustment - Dual (Condition/Purpose Transfer)	C9-1
C10	Invent ory Adjustment - Dual (Ownership Transfer) .	C10-1
C11	Due-In - Procurement Instrument Source	C11-1
C12	Logistics Transfer/Decapitalization	C12-1
C13	Due-In - Other than Procurement Instrument Source .	C13-1
C14	Backorder	C14-1
C15	Demand	C15-1
C16	Physical Inventory Request	C16-1
C17	Physical Inventory Notification	C17-1
C18	Reserved	
C19	Physical Inventory Count	c1 9-1
C20	Logistics Transfer/Decapitalization Followup . .	C20-1
C21	Reply to Logistics Transfer/Decapitalization Followup	C21-1
C22	Logistics Reassignment Delinquent Due-In Followup .	C22-1
C23	Logistics Reassignment Delinquent Due-In Response .	C23-1
C24	Logistics Reassignment Due-In Reconciliation Request	C24-1

	<u>PAGE</u>
C25 Logistics Reassignment Due-In Reconciliation Response	C25-1
C25A Logistics Reassignment General Management Data	C25A-1
C25B Logistics Reassignment Backorder and Demand Data	C25B-1
C25C Logistics Reassignment On-Hand Asset Data	C25C-1
C25D Logistics Reassignment Due-In Asset Data	C25D-1
C25E Logistics Reassignment Contract History Data	C25E-1
C25F Logistics Reassignment Technical and Quality Data	C25F-1
C26 War Materiel Requirements Data	C26-1
C27 Small Arms Multi-Field Corrections	C27-1
C28 Small Arms Mass Stock Number Change	C28-1
C29 Small Arms Correction	C29-1
C30 Small Arms Receipt/Shipment Followup	C30-1
C31 Small Arms Reconciliation/Reject Followup	C31-1
C32 Weapon Serial Number Control	C32-1
C33 Small Arms Reconciliation/Reject	C33-1
C34 Asset Support Request	C34-1
C35 Asset Support Reply (Asset Data)	C35-1
C36 Asset Support Reply (Backorder Data)	C36-1
C37 Asset Support Request Followup	C37-1
C38 Pre-Positioned Materiel Receipt (Procurement Instrument Source)	C38-1
C39 Pre-Positioned Materiel Receipt (Other Than Procurement Instrument Source)	C39-1
C40 Materiel Receipt Followup (Procurement Instrument Source)	C40-1
C41 Materiel Receipt Followup (Other Than Procurement Instrument Source)	C41-1
C42 Reply to Materiel Receipt Followup (Procurement Instrument Source)	C42-1
C43 Reply to Materiel Receipt Followup (Other Than Procurement Instrument Source)	C43-1
C44 Special Program Requirement Request	C44-1
C45 Special Program Requirement Cancellation	C45-1
C46 Special Program Requirement Modifier	C46-1
C47 Special Program Requirement Substitute Item Acceptance	C47-1
C48 Special Program Requirement Substitute Item Rejection	C48-1
C49 Special Program Requirement Followup	C49-1
C50 Special Program Requirement Status	C50-1
C51 Status Notification Transaction	C51-1
C52 Asset Status	C52-1
C53 Storage Item Data Correction/Change	C53-1

CH 3
DoD 4000.25-2-M

	<u>PAGE</u>
C54 Logistical Reassignment Storage Information . . .	C54-1
C55 Logistical Reassignment Storage Information Reply .	C55-1
C56 Asset Status/Transaction Reporting Request . . .	C56-1
C57 Asset Status Reporting (Base, Post, Camp and Station Level Use)	C57-1
C58 Transaction Reject	C58-1
C59 Location Reconciliation Request ." "	C59-1
C60 Transaction History/Custodial Balance Request . .	C60-1
C61 Transaction History Transmittal	C61-1

FIGURES

<u>FIGURE</u>	<u>TITLE</u>	<u>PAGE</u>
7-1	Decision Rules, Minimum Research Requirements for Potential or Actual Physical Inventory Adjustments	7-27
7-2	Controlled Inventory Items	7-28

ACRONYMS AND ABBREVIATIONS

<u>Acronym or Abbreviation</u>	<u>Definition</u>
AAC	Acquisition Advice Code
ADP	Automated Data Processing
AMCL	Approved MILSTRAP Change Letter
APo	Accountable Property Officer
ASD (P&L)	Assistant Secretary of Defense (Production and Logistics)
AUTODIN	Automatic Digital Network
CAGE	Commercial and Government Entity
CAO	Contract Administration Office
CIC	Content Indicator Code
CLIN	Contract Line Item Number
CLSSA	Cooperative Logistics Supply Support Arrangement
CMD	Cataloging Management Data
COMSEC	Communications Security
CONUS	Continental United States
CPP	Central Processing Points
DAAS	Defense Automatic Addressing System
DCAS	Defense Contract Administration Services
DCS	Defense Communications System
DA Form 3020R	Magazine Data Card
DD Form 1149	Requisition and Invoice/ Shipping Document
DD Form 1348	DoD Single Line Item Requisition System Document (Manual)
DD Form 1348-1	DoD Single Line Item Release/Receipt Document
DD Form 1348-1A	Issue Release/Receipt Document
DD Form 1348m	DoD Single Line Item Requisition System Document (Mechanical)
DD Form 1486	DoD Materiel Receipt Document
DD Form 1487	DoD Materiel Adjustment Document
DD Form 1574	Serviceable Tag - Materiel
DI	Document Identifier
DIDS	See DLIS
DIPEC	Defense Industrial Plant Equipment Center
DLA	Defense Logistics Agency
DLAR	Defense Logistics Agency Regulation
DLIS	Defense Logistics Information System
DLSC	Defense Logistics Supply Center

*Acronym or
Abbreviation*

Definition

DLSS	Defense Logistics Standard System(s)
DLSSD	Defense Logistics Standard Systems Division
DMIL	Demilitarization
DNA	Defense Nuclear Agency
DoD	Department of Defense
DoDAAC	Department of Defense Activity Address Code
DoDD	Department of Defense Directive
DoDI	Department of Defense Instruction
DoDSASP	Department of Defense Small Arms Serialization Program
DPDO	Defense Property Disposal Office
DRMO	Defense Reutilization and Marketing Office
DSC	Defense Supply Center
DUNS	Data Universal Numbering System
EDD	Estimated Delivery Date
ETD	Effective Transfer Date
FAR	Federal Acquisition Regulation
FMs	Foreign Military Sales
FSC	Federal Supply Classification
GFM	Government Furnished Materiel
GIM	Gaining Inventory Manager
GSA	General Services Administration
ICE	Inventory Control Effectiveness
ICP	Inventory Control Point
ILCO	International Logistics Control Office
ILP	International Logistics Program
IM	Inventory Manager
IMM	Integrated Materiel Manager
IPE	Industrial Plant Equipment
JANAP	Joint Army, Navy, and Air Force Procedure
JCS	Joint Chiefs of Staff
JSACG	Joint Small Arms Coordinating Group
LASE	Logistics Asset Support Estimate
LCN	Local Control Number
LIM	Losing Inventory Manager
LR	Logistics Reassignments

Acronym *or*
Abbreviation

Definition

M&S	Media and Status
MAP	Military Assistance Program
MCA	Management Control Activity
MCN	Management Control Number
MILSBILLS	Military Standard Billing System
MILSTEP	Military Supply and Transportation Evaluation Procedures
MILSTRAP	Military Standard Transaction Reporting and Accounting Procedures
MILSTRIP	Military Standard Requisitioning and Issue Procedures
MRAD	Materiel Receipt Acknowledgment Document
<i>MRO</i>	Materiel Release Order
NO.	Number
NIIN	National Item Identification Number
NSN	National Stock Number
OEM	<i>Original Equipment Manufacturer</i>
<i>OWMR</i>	Other War Materiel Requirement
OWRMR	Other War Reserve Materiel Requirement
OWRMRP	Other War Reserve Materiel Requirement, Protectable
P/N	Part Number
PD	Priority Designator
PICD	Physical Inventory Cutoff Dates
PIICD	Physical Inventory Infloa t Control Dates
PIIN	Procurement Instrument Identification Number
PMCL	Proposed MILSTRAP Change Letter
PMR	Pre-positioned Materiel Receipt
Po	Purchasing Office
P m	Pre-positioned War Reserve Materiel Requirement
PWRMRP	Pre-positioned War Reserve Materiel Requirement, Protectable
RCS	Report Control Symbol
RDD	Required Delivery Date
RDo	Redistribution Order
RFID	Request for Implementation Date
RI	Routing Identifier

CH 3
DoD 4000.25-2-M

<u>Acronym or Abbreviation</u>	<u>Definition</u>
SA	Storage Activity
SCA	Stock Control Activity
SDD	Standard Delivery Date `
SF 364	Standard Form, Report of Discrepancy (ROD)
SIGINT	Signal Intelligence
SM	Single Manager
SMCA	Single Manager for Conventional Ammunition
SMR	Source, Maintenance, and Recoverability
SN	Serial Number
Sos	Source of Supply
SPR	Special Program Requirement
SUPADD	Supplementary Address
UI	Unit of Issue
UIC	Unit Identification Code
Us.	United States
WMR	War Materiel Requirement
WSN	Weapon Serial Number

REFERENCES

- (a) DoD **Directive 4140.1**, "Materiel Management Policy, " **January 4, 1993.**
- (b) Publication 1, "DoD Dictionary of Military and Associated Terms, " **April 1, 1984, authorized by DoD Directive 5000.9.**
- (c) DoD 4140 .27-M, "Shelf -Life Item Management Manual, " **August 24, 1990, authorized by DoD Directive 4140.1.**
- (d) DoD Directive 5160.65, "Single Manager for Conventional Ammunition, " November 17, 1981.
- (e) DoD 5025. 1-M, "DoD Directives System Procedures, " December 31, 1990, authorized by DoD **Directive 5025.1.**
- (f) JANAP 128 (I) , "Automatic Digital Network (AUTODIN) Operating Procedures, " **March 1, 1983.**
- (g) DoD 4000 .25-10-M, "Defense Automatic Addressing System, " April 5, 1985, authorized by **DoD Directive 4140.1.**
- (h) DoD 4000 .25-1-M, "Military Standard Requisitioning and Issue Procedures (MILSTRIP) , " May 1, 1987, authorized by **DoD Directive 4140.1.**
- (i) "Federal Acquisition Regulation, " April 1, 1984.
- (j) Military Standard 129, "Military Standard Marking for Shipment and Storage, " latest revision.
- (k) DLAR 4140 .55/AR 735-11-2/SECNAVINST 4355. 18/AFR 400-54, "Reporting of Item and Packaging Discrepancies, " **December 6, 1991.**
- (l) AR 55-38 /NAVSUPINST 4610 .33 C/AFR 75-18/MCO P4610 . 19D/DLAR 4500.15, "Report ing of Transportation Discrepancies in Shipments, " May 1, 1982, as amended.
- (m) DLAR 4155 .24/AR 702-7 /SECNAVINST 4855 .5A/AFR 74-6, "**Product Quality Deficiency Report Program, " July 20, 1993.**

CH 3
DoD 4000.25-2-M

- (n) DLAR 4140. 60/AR 12-12/SECNAVINST 4355. **17A/AFR 67-7**, "Processing Discrepancy Reports Against Foreign Military Sales Shipments." **December 17, 1991.**
- (o) DLAR 4155.3/AR 30-12/NAVSUPINST 4355.2D/AFR 74-5/MCO 10110.2IE, "Inspection of Subsistence Supplies and Services," **January 24, 1985.**
- (q) DoD 4000.25-3-M, "Military Supply and Transportation Evaluation Procedures (MILSTEP)", September 10, 1987, authorized by **DoD Directive 4140.1.**
- (r) DoD 4140.25-M, "Management of Bulk Petroleum Products, Storage, and Distribution Facilities," July 8, 1988, volume V - MILSPETS, authorized by **DoD Directive 4140.25.**
- (s) Joint Chiefs of Staff Publication 6, "Joint Reporting Structure," (Volume II Joint Reports, Part 4, Nuclear Weapons Reports, Section 5, Stockpile Inventories and Inventory Reports).
- (t) **DoD Instruction 4140.60, "DoD Materiel Management, " January 5, 1993.**
- (u) Military Standard 105, "Sampling Procedures and Tables for Inspection by Attributes, " latest revision.
- (v) **DoD 4140. 1-R, "DoD Materiel Management Regulation, " January 25, 1993.**
- (w) DLAM 4140.2/AR 735-110 /NAVSUPINST 4400.79/MCO P4400.101, "Supply Operations Manual, Distribution System Procedures, " Volume 1, April 15, 1965.
- (x) **DoD Directive 5010.38, "Internal Management Control Program, " April 14, 1987.**
- (Y) DoD **7420 .13-R, "St ock Fund Operations, " June 1986, authorized by DoD Directive 7420.13.**
- (z) DoD 7220. 9-M, "Department of Defense Accounting Manual, " October 1983, authorized by DoD Instruction 7220.9.

- (aa) ~~Cancelled. DoD Instruction 4140.37, "Asset Knowledge and Control of Secondary Items," August 7, 1969.~~
- (bb) ~~Cancelled. DoD Instruction 5010.12, "DoD Technical Data Management Program," January 23, 1989.~~
- (cc) DoD 7200.10-M, "Department of Defense Accounting and Reporting of Government Property Lost, Damaged or Destroyed," **March 23, 1991**, authorized by DoD Instruction 7200.10.
- (old) DoD 5100.76-M, "Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives," **September 16, 1992**, authorized by DoD Directive 5100.76.
- (ee) ~~Cancelled. DoD Instruction 4140.52, "DoD Small Arms Serialization Program," July 31, 1984.~~
- (ff) DoD 4160.21-M, "Defense *Reutilization* and *Marketing* Manual," March 23, 1990, **authorized by DoD Directive 4140.1.**
- (99) DoD 5200. 1-R, "Information Security Program Regulation, " June 1986, authorized by DoD Directive 5200.1.
- (hh) DoD Directive 4140.2, "Management of War Reserves," December 4, 1974.
- (ii) DoD Instruction 4140.21, "Management of War Reserves for Integrated Items Assigned to the Military Departments, the Defense Supply Agency and the General Services Administration," December 31, 1974.
- (jj) DoD Instruction 4140.47, "Secondary Item War Reserve Requirements Development ," February 24, 1984.
- (kk) "DoD Federal Acquisition Regulation Supplement," 1986 Edition.
- (11) DoD 4100.39-M, "Defense Logistics *Information* System (*DLIS*) Procedures Manual," **July 1, 1991**, as **amended**, authorized by **DoD Directive 4140.1.**
- (mm) DoD 4000.25-6-M, "DoD Activity Address Directory," **September 7, 1993**, authorized by **DoD Directive 4140.1.**

CH 3

DoD 4000.25-2-M

- (nn) **DoD 4100.38-M, "Department of Defense Provisioning and Other Preprocurement Screening Manual," November 1, 1983, authorized by DoD Directive 4140.1.**
- (00) **DoD 4000.25-7-M, "Military Standard Billing System (MILSBILLS)," January 30, 1985, authorized by DoD Directive 4140.1.**
- (pp) **DoD 4140. 26-M, "Defense Integrated Materiel Management Manual for Consumable Items, " January 15, 1992, authorized by DoD Directive 4140.1.**
- (qq) **AMC-R 700-99/NAVSUPINST 4790. 7/AFLCR 400-21/MCO P4410 . 22C, "Logistics Wholesale Inventory Management and Logistics Support of Multiservice Used Nonconsumable Items, " April 27, 1990.**
- (rr) **DoD 4500. 32-R, "Military Standard Transportation and Movement Procedures (MILSTAMP), " volume 1, March 15, 1987, authorized by DoD Directive 4140.1.**
- (ss) **DoD Federal Acquisition Regulation Supplement, Supplement NO. 6, "DoD Spare Parts Breakout Program, " November 25, 1988.**
- (tt) **DLAH 4105.4, "DoD Directory of Contract Administration Services Components, " June 23, 1992.**
- (uu) **Cataloging Handbook H4/H8, "Commercial and Government Entity (CAGE) . "**
- (vv) **DoD 4000. 25-5-M, "Military Standard Contract Administration Procedures (MILSCAP), " March 15, 1993, authorized by DoD Directive 4140.1.**
- (ww) **AR 700-82/OPNAVINST 4410. 2/AFR 66-45/MCO 4400. 120/DSAR 4100.6, "Joint Regulation Governing the Use and Application of Uniform Source Maintenance and Recoverability Codes, " June 22, 1971.**
- (xx) **DIM? 3200. 1/AR 715-13/NAVSUPINST 4120. 30/AFR 400-40/MCO 4000. 18C, "Engineering Support For Items Supplied by Defense Logistics Agency and General Services Administration, " March 13, 1986.**
- (yy) **MIL-I-45208A, Amendment 1, "Military Specification Inspection System Requirements, " July 24, 1981.**

(me) **MU-Q-9858A, Amendment 2, "Military Specification Quality Program Requirements, " March 8, 1985.**

DEFINITIONS AND TERMS

ACTIVE FILE (Small Arms Registry). A list of 'weapon serial numbers for which the Component Registry's Military Department or Agency maintains accountability.

ADJUSTMENTS. PHYSICAL INVENTORY. The accounting transaction which corrects a book balance to agree with the quantity of the item in storage. Such adjustments may result from (1) physical inventory, (2) a potential discrepancy revealed by a materiel release denial or location survey/reconciliation, and (3) erroneous capitalization/**decapitalization** actions. Excluded are adjustment transactions caused by (1) reidentification of stock, (2) type of pack changes, (3) standard price changes, (4) catalog data changes, (5) supply condition and purpose code changes, and (6) condemnation of materiel resulting from rebuild and surveillance programs. Adjustment transactions directly attributed to computer malfunctions, program errors, and correction of computer system time lags will not be categorized as adjustments due to physical inventory. All such adjustment transactions identified during research will be assigned the appropriate error classification code, and the rate of occurrence will be monitored by supply system managers.

AUTOMATIC DIGITAL NETWORK. AUTODIN will be interpreted to include all electronic transmissions, including teletypewriters since these circuits are connected to the AUTODIN system.

CLASSIFIED ITEMS. (See Controlled Inventory Items.)

COMPONENT REGISTRY. Military Department or Agency which maintains visibility of all small arms serial numbers within that Component and provides the DoD Registry with small arms status.

CONTRACT ADMINISTRATION OFFICE. The office which performs assigned functions related to the administration of contracts and assigns preaward functions.

CONTROLLED INVENTORY ITEMS. Those items designated as having characteristics which require that they be identified, accounted for, secured, segregated, or handled in a special manner to ensure their safeguard or integrity. Controlled inventory items in descending order of degree of control normally exercised are:

a. **Classified Items**. Materiel which requires protection in the interest of national security.

b. **Sensitive Items**. Materiel which requires a high degree of protection and control due to statutory requirements or regulations, such as narcotics and drug abuse items; precious metals; **items** which **are** of a high value, highly technical, or hazardous nature; and small arms, ammunition, explosives, and demolition materiel (see chapter 7, figure 7-2) .

c. **Pilferable Items**. Materiel having a ready resale value or application to personal possession and which is, therefore, especially subject to theft.

CUSTODIAL ACCOUNTABILITY. The responsibility of the SMCA to maintain data elements in the wholesale inventory record to reflect by ownership code the receipt, issue, balance, and other quantitative and financial data essential for proper control and management of assets which are in the single manager's custody but are owned by another DoD Component. **Custodial** accountability includes the responsibility to initiate and approve adjustment actions and reports of survey.

CUSTODIAL RECORD. A record maintained by the storage activity reflecting standard catalog data; owner/manager identification code; and may include lot/serial number **and/or** onhand **quantity** by **supply** condition code; for controlling assets in storage and aiding in inventory.

CUSTODIAL RESPONSIBILITY. The responsibility of a storage activity, depot, or agent, which is not the designated single manager, to maintain proper custody, care, safekeeping! **receipt, issue,** and balance data for stored DoD wholesale materiel.

DATA PATTERN MESSAGE. A machine readable document/transaction in a fixed length, 80 character card image/format suitable for mechanical processing upon receipt. Examples (forms) are displayed in the A appendices of this manual.

DISCREPANCY WITH MANDATORY RESEARCH REQUIREMENT. Potential or actual physical inventory adjustment which exceeds established dollar value limits or which is applicable to a controlled inventory item (see chapter 7, figure 7-1) .

DISTRIBUTION SYSTEM. That complex of facilities, **installations, methods,** patterns, and procedures designed to receive, store, **maintain,** distribute, and control the flow of materiel between the point of receipt

into a military supply system and the point of issue to a post, camp, station, base (or equivalent) .

DoD REGISTRY. DoD designated activity which serves as repository for small arms serial numbers provided by the Component Registries.

FULL PIPELINE. A sufficient quantity of assets, onhand and/or on order, to meet forecasted demands through a period equal to the procurement lead time plus the safety level and, when applicable, OWRMRP of the LIM.

GAINING INVENTORY MANAGER. The Inventory Manager responsible for assuming wholesale materiel management functions.

HISTORY FILE (Small Arms Registry). A list of weapon serial numbers which the Component Registry's Military Department or Agency has reported as shipped to another activity, either intra-Service or inter-Service.

INACTIVE FILE (Small Arms Registry). A list of weapon serial numbers which the Component Registry's Military Department or Agency has reported as demilitarized, lost or stolen, or transferred outside the control of DoD .

INITIAL REGISTRATION. The initial loading of a small arm serial number data into the Component Registry.

INTER-SERVICE SUPPLY. Exchange of materiel, inventory control documentation, and other management data between a distribution system of one Service or Agency and a distribution system of another.

INTRA-SERVICE SUPPLY. Exchange of materiel, inventory control documentation, and other management data within or between the distribution systems of a single Service or Agency.

INVENTORY CONTROL RECORD. The composite of data entries showing by item the ownership/purpose; condition; location; balances on hand, due-in, or on backorder; and such other management information as may be prescribed by competent authority. It is the primary source of recorded data influencing inventory control, supply distribution, and financial management decisions and actions.

INVENTORY LOT/SEGMENT. A subgrouping of the total items in storage for the purpose of physical inventory counting or location audit. The lot/segment "is generally by federal supply class, warehousing, picking station, or some form of commodity grouping.

INVENTORY, SCHEDULED. A physical inventory which is to be conducted on a group of items within a specified period of time according to an established plan. There are two types of scheduled inventories; complete and sample.

a. **Inventory, Complete.** An inventory of all conditions of all stock numbers within specified categories.

b. **Inventory, Sample.** A sample of items selected from an inventory lot in such a manner that each item in the lot has an equal opportunity of being included in the sample.

INVENTORY, UNSCHEDULED. A physical inventory which is to be conducted on a specific item as a result of some unscheduled inventory requirement such as an inventory manager or locally initiated request, material release denial, location survey or location reconciliation request, etc. There are two types of unscheduled inventories; special and spot.

a. **Inventory, Special.** A physical inventory of a specific item(s) as a result of a special requirement generated by the location audit program, preprocurement, or any other reason deemed appropriate by the item manager, APO or the APO designated representative or the storage activity.

b. **Inventory, Spot.** A physical inventory required to be accomplished as a result of a total or partial materiel denial.

LOCATION AUDIT PROGRAM. The location audit program consists of actions required to assure compatibility" between the assets in storage and the locator records and between the locator records and the accountable records. Location audit programs may include quantity. This program is accomplished in two phases:

a. **Location Reconciliation.** A match between valid storage activity records and the accountable records, in order to identify and correct situations where items are in physical storage but not on record, on record but not in storage, or where common elements of data (may include quantity) do not match. Research of mismatches, including special inventories when required, results in corrective action.

b. **Location Survey.** A physical verification, other than actual count, between actual assets and recorded location data to ensure that all assets are properly recorded as to location, identity, condition and unit of issue.

LOGISTICS REASSIGNMENT. The transfer of management responsibility from one materiel manager to another materiel manager.

LOSING INVENTORY MANAGER. The Inventory Manager responsible for relinquishing wholesale materiel management functions.

MANAGEMENT CONTROL ACTIVITY. DoD Component-designated activities that initially receive and effect control over contractor-initiated requisitions for GFM to support commercially performed maintenance contracts or requirements which would be supplied from the wholesale DoD supply system.

MAJOR INVENTORY VARIANCE. Total dollar value of the item overage or shortage for the stock number exceeds \$800.

MATERIEL DENIAL. A notification from a distribution activity advising the originator of an A5_ MRO, or of an A4_ referral order, of failure to ship all or part of the quantity originally directed for shipment.

NARRATIVE MESSAGE. Any message that is not a machine readable transaction/document, but contains variable length, in-the-clear language not suitable for mechanical processing upon receipt. Narrative message is a generic term to include teletype, dispatch, or TWX.

OTHER WAR RESERVE MATERIEL REQUIREMENT. This level consists of the war reserve materiel requirement less the PWRMR.

OTHER WAR RESERVE MATERIEL REQUIREMENT, PROTECTABLE. The portion of the OWRMR which is protected for purposes of procurement, funding, and inventory management.

PAYBACK. When the SMCA issues materiel from a location where the requesting service owns no materiel, the owning service is compensated for its loss of materiel by a like item and quantity at a location where the requesting service owns some materiel. The payback of the materiel is accomplished by ownership gain/loss transactions.

PHYSICAL INVENTORY CUTOFF DATE. A date established for striking the accountable record balance. This date serves as the reference point for considering the relationship between preinventory/postinventory transactions and the physical count quantity to determine if the count is in agreement with the inventory record balance.

PHYSICAL INVENTORY INFLOAT CONTROL DATE. A date established for initiating controls on all inprocess transactions and materiels which could affect the outcome of the inventory.

PILFERABLE ITEMS. (See Controlled Inventory Items.)

POSTCOUNT VALIDATION. (See Reconciliation, Physical Inventory.)

POST-POST TRANSACTION. The posting of a transaction to add to or subtract from the accountable stock record balance subsequent to physical issue or storage of a stocked item.

POSTINVENTORY TRANSACTION. Any transaction, causing an increase or decrease to the accountable stock record balance, dated after the established physical inventory cutoff date.

PREINVENTORY TRANSACTION. Any transaction, causing an increase or decrease to accountable stock records, dated prior to the established physical inventory cutoff date.

PREINVENTORY PLANNING. Preinventory planning is conducted prior to the physical inventory cutoff date to reduce the potential for inventory inaccuracies through:

a. Actions to ensure location integrity by resolving such situations as unbinned/loose materiel; questionable identity of materiel in location; and multiple conditions, shelf-life (including date of pack/date of expiration), and/or materiel lots stored in a single location.

b. Document cleanup to ensure to the extent possible that adjustments and transaction reversals are posted to the record, inprocess receipts are stored in location, and related transactions are transmitted to the ICP prior to the established physical inventory cutoff date.

PRE-POSITIONED WAR RESERVE MATERIEL REQUIREMENT. That portion of the war reserve materiel requirement which approved Secretary of Defense guidance dictates be reserved and positioned at or near the point of planned use or issue to the user prior to hostilities, to reduce reaction time and to assure timely support of a specific force/project until replenishment can be effected.

PRE-Positioned WAR RESERVE MATEFUEL REQUIREMENT, PROTECTABLE. That portion of the PWRMR which is protected for purposes of procurement, funding and inventory management.

PREPOST TRANSACTION. The posting of a transaction to add to or subtract from the accountable stock record prior to physical issue or storage of a stocked item.

PURCHASING OFFICE. The office which awards or executes a contract for supplies or services and performs postaward functions not assigned to a contract administration office.

RECONCILIATION, PHYSICAL INVENTORY. To obtain agreement between the physical count and record balance by attempting to account for all transactions representing infloat documents.

RESEARCH, PHYSICAL INVENTORY. An investigation of potential or actual discrepancies between physical count and recorded balances. The purpose of research is to determine the correct balance and determine the cause of discrepancies. There are three types of research:

a. **Postcount Validation.** A comparison of physical count with potential recorded balances or another count, with consideration of transactions that have occurred recently. The purpose of postcount validation is to determine the validity of the count. Postcount validation research ends when the accuracy of the count has been verified or when any necessary recounts have been taken or the discrepancy is \$800 or less.

b. **Preadjustment Research.** An investigation of potential discrepancies which involves the consideration of recent transaction areas, and verification of catalog data. The purpose of preadjustment research is to determine the correct balance. Preadjustment research ends when the balance has been verified or the adjustment quantity determined.

c. **Causative Research.** An investigation of discrepancies (i.e., gains and losses) consisting of (as a minimum) a complete review of all transactions to include supporting documentation, catalog change actions, shipment discrepancies, and unposted or rejected documentation occurring since the last completed inventory, the last location reconciliation which included quantity, or back 1 year, whichever is sooner. The purpose of causative research is to identify, analyze, and evaluate the cause of inventory discrepancies with the aim of eliminating repetitive errors. Causative research ends when the cause of the discrepancy has been discovered or when, after review of the transactions, no conclusive findings are possible.

SENSITIVE ITEMS. (See Controlled Inventory Items.)

CH 3

DoD 4000.25-2-M

SHELF-LIFE. The total period of time beginning with the date of manufacture/cure/assembly [or inspection/test/restorative action] that an item may remain in the combined wholesale (including manufacturer) and retail storage system and still remain suitable for issue/use by the end user. Shelf-life is not to be confused with service life, which is a measurement of anticipated average or mean life of an item. (DoD 4140.27-M (reference (c)).) Supply condition codes applicable to shelf-life items are described in appendix B6.

SHELF-LIFE ITEM. An item of supply possessing deteriorative or unstable characteristics to the degree that a storage time period must be assigned to assure that it will perform satisfactorily in service. (DoD 4140.27-M (reference (c)).) (See Type I Shelf-Life Item and Type II Shelf-Life Item.)

SHELF-LIFE EXPIRATION DATE. The date beyond which nonextendable shelf-life items (Type I) should be discarded as no longer suitable for issue or use. (DoD 4140.27-M (reference (c)).)

SHELF-LIFE INSPECTION/TEST DATES. The date by which extendable shelf-life items (Type II) should be subjected to inspection, test, or restoration. (DoD 4140.27-M (reference (c)).)

SINGLE MANAGER FOR CONVENTIONAL AMMUNITION. The responsibility assigned to the Secretary of the Army by the Secretary of Defense for the procurement, production, supply, and maintenance/renovation of conventional ammunition within the DoD. Specific responsibilities, functions, authority, and relationships are set forth in DoD Directive 5160.65 (reference (d)).

SMALL ARMS. For the purpose of small arms reporting (chapter 12), small arms are defined as handguns; shoulder-fired weapons; light automatic weapons up to and including .50 caliber machine guns; **recoilless rifles** up to and including **106mm**; mortars up to and including **81mm**; rocket launchers, man-portable; grenade launchers, rifle and shoulder fired; and individually operated weapons which are portable and/or can be fired without special mounts or firing devices and which have potential use in civil disturbances and are vulnerable to theft.

SMALL ARMS REGISTRY FILES. (See Active File, Inactive File, History File.)

SMALL ARM SERIAL NUMBER. The total series of characters appearing on the firing component part of a small arm.

SMALL ARMS TRANSACTION REPORTING. Reporting of individual transactions affecting the small arms serial numbers' status within any Component Registry.

STOCK CONTROL ACTIVITY. The organizational element of a distribution system which "is assigned responsibility for maintaining inventory data on the quantity, ownership/purpose, condition, and location of materiel which is due-in, onhand, and backordered to determine availability of materiel for issue and to facilitate distribution and management of materiel.

STORAGE ACTIVITY. The organizational element of a distribution system which is assigned responsibility for the physical handling of materiel incident to its check-in and inspection (receipt), its keeping and surveillance in a warehouse, shed, or open area (storage), and its selection and shipment (issue).

TECHNICAL mm. Recorded information used to define a design and to produce, support, maintain, or operate items of materiel. These data may be recorded as graphic or pictorial delineations in media such as drawings or photographs; specifications or related performance of design type documents; in machine forms such as punched cards, magnetic tape, computer memory printouts; or may be retained in computer memory. Examples of recorded information include engineering drawings and associated lists specifications, standards, process sheets, manuals, technical reports, catalog item identifications, and related information.

TYPE I SHELF-LIFE ITEM. An item of supply which is determined through an evaluation of technical test data and/or actual experience to be an item with a definite nonexpendable period of shelf life.

TYPE II SHELF-LIFE ITEM. An item of supply having an assigned shelf- life time period that may be extended after completion of inspection/ test/restorative action.

UNCLASSIFIED PROPERTY RECORD. A stock account belonging to a DoD activity whose mission is not classified, whereas a classified account contains information of a sensitive nature, the disclosure of which may be detrimental to the U.S. Government's interest (e.g., small arms belonging to intelligence gathering activities) .